



## **Program Director (Grant Funded)**

City of Miami Gardens, FL. (109,700)

Posted Date: 2/11/14

Deadline: 2/25/14, or until filled

Starting Salary: \$70,000 min. to \$80,000 mid. / DOQ

### **Nature of Work:**

The Program Director has the day-to-day responsibility of managing the Healthy Community Partnership Program – a health place-base initiative. The Program Director of the Healthy Community Partnership should have experience in public health, health and social services and policy, community development, community organizing principles, group facilitation; must also have excellent organizational development, interpersonal, marketing, communication, and administration and personnel management skills.

The Program Director has overall responsibility to ensure that program objectives are clearly stated and the program activities are focused on achievement of stated goals. The Program Director reports to the Host Council and has primary responsibilities of supervision of program personnel and setting the overall tone for the Healthy Community Partnership Program.

The Program Director should also have experience in start-up organizations, understanding of not-for-profits and experience working with boards of directors and volunteers, short term and long term planning, operational and programming activities and marketing and public relations. The Program Director implements the policy directives emanating from the Host Council and assumes overall leadership role in guiding all administrative, fiscal, and community-oriented program activities as delineated by the standards adopted by Miami Gardens Host Council Partnership

### **Minimum Requirements:**

Bachelor's degree in business or public administration, journalism, communications, public relations or a related field and five (5) years of professional and administrative experience that includes public or business administration, communications or journalism; or an equivalent combination of training and experience. Must possess and maintain a valid Florida driver license and satisfactory driving record throughout employment.

Please send Resume & Official City Application Form to:

**Human Resources Department, City of Miami Gardens**  
**1515 NW 167th Street, Bldg. 5 - Suite 200**  
**Miami Gardens, FL 33169**  
**Fax: (305) 622-8265**  
**[www.miamigardens-fl.gov](http://www.miamigardens-fl.gov)**  
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